

Town of Los Altos Hills

Fees, Deposits, Charges for Service, and Other Assessments

Revision Effective May 2, 1994
(All fees are currently under review and are subject to change)

I DEVELOPMENT PROCESS

A FEES AND CHARGES FOR SERVICES

1	Staff service rate (\$ 75 per hour)		
2	Consultant rate (Applicable rate charged to Town + 5% administration charge) (Including without limitation City Attorney, Town Geologist, engineering consultant and Town Arborist)		
3	General	Fee	Deposit
	General plan amendment	\$ 800	\$ 1,000
	Review of initial study	\$ 300	\$ 0
	Preparation of negative declaration	\$ 300	\$ 500
	Preparation of draft EIR by staff	\$ 1,350	\$ 1,500
	Review of draft EIR prepared by outside consultant	\$ 600	\$ 800
4	Subdivision applications		
	Tentative map:		
	4 lots or fewer	\$ 1,050 per resulting number of lots	\$ 5,000
	More than 4 lots	\$ 1,050 per resulting number of lots	\$7,000
	Time extension	\$ 200	\$ 200
	Appeal	\$ 300	\$ 400
	Amendment	\$ 525	\$ 600
	Final map:		
	4 lots or fewer	\$ 790 per lot	\$ 2,000
	More than 4 lots	\$ 790 per lot	\$ 5,000
	Final map certificate of correction	\$ 525	\$ 600
	Pathway in-lieu fee	\$ 7.00 per lineal foot of street frontage or \$500, whichever is greater, for each lot without a path	
	Roadway improvements	\$ 12.00 per lineal foot	
	Recreation in-lieu fee	(Valuation/acreage) x \$.02 x number of lots	
	Storm drainage fee -	Development area within public right-of-way or easements \$ 0.50 per square foot	
	Lot line adjustment	\$ 790 per resulting number lots	\$ 2,000
	Lot merger	\$ 790 per resulting number lots	\$ 2,000
	Town inspection of public improvements (does not include inspection requirements of other public agencies)	\$ 100	10% (of total improvement cost)

5 Zoning

Real estate review	\$ 100
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Zoning permit (fee can be waived for zoning permit if site development permit is also required)

Staff-level review and approval		
No grading, drainage, or measuring (No variance)	\$ 50	0
No grading or drainage, but requiring measuring	\$ 75	0
Site development committee level review and approval	\$ 150	\$ 300

6 **Conditional use permit (CUP) and conditional development permit (CDP)**

Application	\$ 900	\$ 1,000
Appeal	\$ 300	\$ 300
Renewal or amendment	\$ 300	\$ 300

7 Variances

Major:	Application	\$ 1,050	\$ 1,050
	Appeal	\$ 300	\$ 300
Minor:	Application	\$ 500	\$ 500
	Appeal	\$ 300	\$ 300
Fence height:	Application	\$ 200	\$ 200
	Appeal	\$ 300	\$ 300

8 Site analysis

\$ 105 \$ 100

Note: After payment, the fee is credited towards any future site development fees

9 Site development

Geologic review	0	\$ 1,000
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Permit approval

Basic charges:

Staff-level review and approval-

No measuring of plans and no grading or drainage charges (e.g., fences, dishes)	\$ 50	0
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All others	\$ 75	\$ 75
Site development committee-level review and approval	\$ 650	\$ 700
Planning committee-level review and approval	\$ 1,650	\$ 1,650

Additional charges:

In-lieu payments for road improvements	\$ 12 per square foot	0
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	Pathways	\$ 33 per lineal foot of street frontage or \$500, whichever is greater, for each lot without a path; one-time charge per lot	
	Permit modification	\$ 200	\$ 300
	Appeal	\$ 300	\$ 500
	Extension: Staff level	\$ 105	0
	Council level	\$ 200	\$ 300
10	Street and pathway excavation permit		
	Permit fee	\$ 100	0
	Other charges, where applicable:		
	Street	\$ 6 per square feet of surface area being excavated; \$ 100 minimum	
	Pathway	\$ 1 per square feet of surface area being excavated; \$ 100 minimum	

B MISCELLANEOUS

Other request or actions requiring planning commission or Council action.	\$ 300	\$ 150
Service request - request for review or information that require more than the standard counter staff time	\$ 55	\$ 100

C ENVIRONMENTAL MONITORING

Inspection of landscape plantings, required storm drainage maintenance programs, etc.	\$ 150	\$ 350
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D MONETARY PENALTIES

Application process violation - site development permit; vairance; CUP; CDP
10 times normal fee

E ZONING ORDINANCE INTERPRETATION	\$ 200	\$ 300
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II BUILDING PROCESS: PLAN REVIEWS, PERMITS, AND INSPECTIONS

A FEES AND CHARGES FOR SERVICE

1	Construction and structural addition As per Municipal Code, Chapter 7, Section 8-7.01, Building Construction and Structural Addition Change.	
	New dwelling	\$ 1,050
	Addition to any building - including remodels costing more, in dollars, than 100 times the square footage computation of the total structure.	\$.25 per square foot of floor area added
2	Planned drainage facilities	
	Impermeable structure	\$.50 per square foot of development being added
	Semi-permeable structure	\$.35 per square foot of development being added
3	Building permit	
	Valuation - new dwelling or addition	
	Habitable space	\$ 90 per square foot
	Garages	\$ 25 per square foot
	Decks	\$ 10.50 per square foot
	Permit fee:	
	Small projects	\$ 50
	(satellite dishes, decks less than 200 square feet, sheds less than 200 square feet, window replacements, deck repairs, gazebos, chimney repairs, fences less than 200 lineal feet or other small projects approved by the City Manager)	
	Other projects	
	Bedroom	\$ 70 per bedroom
	Plus (depending on valuation)	
	\$ 1 to \$ 2,000	\$ 50
	\$ 2,001 and up	\$ 100 plus 1% of the valuation
	Plan review fee	65% of permit fee
	Plan retention fee	\$ 10.50 per page of plans
	Final deposit - based on total valuation	
	Less than \$ 10,000	\$ 100
	\$ 10,000 or more	1% of the valuation
	Site development compliance inspection –	\$ 225 \$ 300
	(Collected at building plan submittal stage and required only when project is based on a site development permit)	

Energy fee (state imposed)	
Any new dwelling or habitable addition to an existing dwelling	15% of building permit

Formula = 1.65 x (.15 x building permit fee)

Strong motion instrumentation program (state imposed)	\$.10 per \$ 1,000 of assessed valuation
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4 Other inspections and plan reviews

A requested inspection, when no permit is needed	n/a
Outside normal business hours	\$ 54 per hour, with a 2-hour minimum *
Reinspection	\$ 54 per hour *
Inspection for which no fee is otherwise indicated	\$ 54 per hour *
Additional plan reviews	\$ 54 per hour *
Code compliance inspection and letter	\$ 108

*** Or the hourly cost, whichever is greater**

5 Electrical permits

e.g., panel, service change, repair, landscape lighting, wiring and material per 1990 NEC

New homes and additions are more than the minimum fees

Issuance fee	\$ 27 *
Permit fee - new residential structures	\$.05 per square foot or major fraction; or a series of specific fees for given fixtures and appliances if the \$.05 factor is not used

*** Only one issuance fee is charged per permit. The issuance fee is credited against permit fees, with additional fees required only when the total exceeds \$27.00.**

6 Plumbing permits

e.g., water heater, waterline change/repair per 30.1 UPC

Issuance fee	\$ 27 *
Permit fee - new residential structures	\$.05 per square foot or major fraction; or a series of specific fees for given fixtures and appliances if the \$.05 factor is not used

*** Only one issuance fee is charged per permit. The issuance fee is credited against permit fees, additional fees required only when the total exceeds \$27.00.**

7 **Mechanical permits**

e.g., furnace replacement, air conditioner, gasline per 301 (a) UMC

Issuance fee	\$ 27 *
Permit fee - new residential structures	\$.05 per square foot or major fraction; or a series of specific fees for given fixtures appliances if the \$.05 factor is not used

* Only one issuance fee is charged per permit. The issuance fee is credited against permit fees, with additional fees required only when the total exceeds \$27.00.

8 **Re-roofs and termite repair**

Not requiring plan check - if plan check is required, an additional fee is assessed

Estimated construction cost:

From	To	N/C
\$0	\$999	
\$1,000	\$2,000	\$ 59
\$2,001	\$4,000	\$ 77
\$4,001	\$5,000	\$ 88
\$5,001	\$6,000	\$ 97
\$6,001	\$7,000	\$ 107
\$7,001	\$8,000	\$ 116
\$8,001	\$9,000	\$ 125
\$9,001	\$10,000	\$ 136
\$10,001	\$11,000	\$ 145
\$11,001	\$12,000	\$ 156
\$12,001	\$13,000	\$ 165
\$13,001	\$14,000	\$ 175
\$14,001	\$15,000	\$ 185
\$15,001	\$16,000	\$ 194
\$16,001	\$17,000	\$ 204
\$17,001	\$18,000	\$ 213
\$18,001	\$19,000	\$ 223
\$19,001	\$20,000	\$ 232
\$20,001	\$21,000	\$ 243
\$21,001	\$22,000	\$ 252
\$22,001	\$23,000	\$ 261
\$23,001	\$24,000	\$ 272
\$24,001	\$25,000	\$ 281
\$ 25,001 and greater		\$ 289

B MONETARY PENALTIES

When construction is begun before the appropriate permit is obtained

Building permit	Up to 4 times normal fee
Electrical permit	Up to 4 times normal fee
Plumbing permit	Up to 4 times normal fee
Mechanical permit	Up to 4 times normal fee

III PUBLIC WORKS, ENTERPRISE, MISCELLANEOUS, AND ADMINITRATIVE ACTIVITIES

A FEES AND CHARGES FOR SERVICE

1 Sewage disposal

Private sewage disposal systems

License to pump *	The respective amounts shall be the
Installation of new system *	same as the amounts set, from time
Repair/reconstruction of system *	to time, by the County of Santa Clara
Repair/reconstruction of system *	
Soil percolation test hole (for every 4 holes, or portion thereof) *	
Review of subsequent development plans *	

* Paid to Santa Clara County Environmental Health Services

Appeal of any enforcement action - filing fee and deposit	\$ 300	\$ 500
Altamont trunk sewer line connection - connection charge	\$ 105	

Los Altos sewer connection	
Connection charge	Set by City of Los Altos
Annual service charge	Set by City of Los Altos

Palo Alto sewer connection and service	
Connection charge	\$ 525
Annual service charge	Set by City of Palo Alto

Industrial waste discharge permit	Any direct and indirect costs incurred by the Town
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Liquid waste truckers discharge permit	All treatment and disposal costs
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Solid waste collection and disposal monthly fee	Varies by level of service and set by separate resolution
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2 Encroachment into the public right-of-way

Application fee	\$ 300	\$ 100
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Encroachment permit	
Underground	\$ 11 per linear foot of standard trench or \$ 350, whichever is greater

Fence; wall; irrigation; driveway cuts	\$ 11 per lineal foot of easement precluded from public use or \$ 525, whichever is smaller
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3 Miscellaneous

Service charge for return of illegally placed real estate signs on public property	\$ 60
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Issuance of duplicate (replacement) business license; issuance of duplicate if original is lost or destroyed	\$ 30
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False security or fire alarm within 12 months of first false alarm:

Third	\$ 100
Fourth	\$ 150
Fifth and each subsequent false alarm	\$ 200
Transportation or discharge of weapons	\$ 180 plus overhead

File search - Town Hall and records center	100% of staff time + overhead of 40%
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Duplication of official copies of plans and professional reports	\$ 15
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Copies of specific Town documents: *

City code	\$ 161 + overhead
General Plan	\$ 37.50
Geologist hazards map	\$ 18
Folio text	\$18
Address maps	\$ 3
Subdivision ordinance packet	\$ 8.50
Annual subscription to:	
Site development agendas	\$ 30
Planning commission	
Agendas	\$ 25
Minutes	\$ 35
Both	\$ 60
City Council	
Agendas	\$ 25
Minutes	\$ 45
Both	\$ 70

* Charges are reduced to one-half of these amounts at mid-year

Miscellaneous copying	
Hard copy (8 1/2" by 11") from hard copy	\$.25 per copy
Hard copy (8 1/2" by 11") from microfiche	\$.75 per copy + \$ 2.50 per order if sent out
Street address changes	\$ 150

B REIMBURSEMENT OF TOWN ADMINISTRATIVE COSTS

Includes, but not limited to, litter clean-up, private excavation work, weed abatement, etc., as required by Code enforcement	Actual direct cost + administration and overhead
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C TAXES

1	Real property transfer tax	\$.275 per \$ 500 in assessed value, or fraction thereof
2	Sales tax	1% of gross receipts
3	Use tax	1% of sales price
4	Business license tax	
	Architect	\$ 100
	Contractors:	
	General	\$ 250
	Sub-contractor - 1 person	\$ 120
	Sub-contractor - more than 1 person	\$ 150
	Delivery truck	0
	Engineer	\$ 100
	Home occupation	\$ 100
	Keeping or stabling horses:	
	First 2 horses	\$ 75
	Each of next 10	\$ 5
	Each in excess of 12	\$ 2.50
	Private schools, day care facilities, and board and care facilities	\$ 100
	Real estate broker:	
	First broker	\$ 140
	Each of next 2 brokers or salespersons	\$ 30
	Each additional broker or salesperson	\$ 10
	First 3 employees	\$ 10.50
	Each additional employee	\$ 2.10
	Recreational facility	\$ 150
	Septic tank pumpers	\$ 150
	Services, e.g., appliance repair, pool services, pest control, gardeners:	
	Per year	\$ 50
	Per quarter	\$ 8
	Others, including real estate appraisers	\$ 150
	Transferring a business from one address within Town to another	\$ 28

D MONETARY PENALTIES

1	Business license tax	
	Failure to pay when due	10% per month, to a maximum of 50%
2	Return of check for insufficient funds	\$ 25
3	Town invoices	
	Payment due	Net 30 days
	Delinquent charge	12% interest annually
4	Collections costs	Amount of Town invoice plus collection agency costs

E ANIMAL CONTROL CHARGES

Impoundment fee - including animals impounded for rabies quarantine

Licensed dog, 1st time ever impounded	\$ 20
Licensed dog, 2nd impoundment	\$ 35
Licensed dog, 3rd or subsequent impoundment	\$ 45
Unlicensed dog, 1st impoundment	\$ 45
Unlicensed dog, 2nd or subsequent impoundment	\$ 55
Cat	\$ 20
Small animal - bird, rabbit, reptile	\$ 15
Large animal - horse, cow, pig, goat	\$ 50

Daily boarding fee - to be paid in addition to impound fee for all stray and impounded animals, including owner-surrendered animals for rabies quarantine. Fees are per calendar day, including the day received.

Dog	\$ 12
Cat	\$ 7
Small animal, reptile, bird (including poultry)	\$ 7
Large animal - horse, cow, pig, etc.	\$ 15

Licenses and pet identification - licenses sold by revenue collection:

License for period of:	If unaltered	If spayed/ neutered
6 months or less	\$ 10	\$ 5
7 to 12 months	\$ 16	\$ 8
13 to 18 months	\$ 24	\$ 12
19 to 24 months	\$ 30	\$ 15
25 to 30 months	\$ 38	\$ 19
31 to 36 months	\$ 44	\$ 22

Late fee - 30 days after expiration or for after 30 days in the case of new residents. Late fee also applies for licenses which are purchased in response to a citation or animal impound. \$ 15

Replacement license tag \$ 2

Permits - annual fee or per event:

License of wild or dangerous animal	\$ 100
Kennel, dog or cat	\$ 90
Livery stable, boarding stable	\$ 90

Disposal of dead owned animals - animals accepted up to 150 pounds; no animal accepted overweight

Dogs, cats, rabbits	\$ 20 per animal
Each additional animal	\$ 20
Small animals	\$ 10